SPEED HUMP POLICY
and
PROCEDURES
for
RESIDENTIAL AREAS

City of Chipley, Florida

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Phone: (850) 638-6346

Effective Date ??/??/??

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City of Chipley

SPEED HUMP POLICY and PROCEDURES FOR RESIDENTIAL AREAS

The City of Chipley Council recognize that properly placed and designed speed humps are an effective tool for reducing vehicular speeds and discouraging cut through traffic on residential streets. This policy outlines the procedure for determining when, where, and how speed humps will be installed within Chipley City Limits.

Speed humps shall be installed according to this policy and the specific design criteria outlined below. Requests for speed humps shall be directed in writing to the Public Works Director for review and recommendation to the City Manager and approval by the City Council.

Although residents of the City of Chipley have the option of requesting the installation of a speed hump on their street, there are disadvantages associated with speed humps as follows:

- Speed humps cause delays for police and fire vehicles of 3 to 5 seconds per hump and up to 10 seconds per hump for ambulances with patients.
- Speeds may increase between humps as drivers speed to make up for lost time.
- Speeds may increase over time as drivers get use to the feel of the speed humps.
- Noise levels may increase as drivers brake and accelerate at speed humps.
- Traffic volume may be diverted to adjacent streets as drivers seek alternate routes to avoid the speed humps.
- Some motorists drive with their wheel(s) in the gutter, bike lane, or road shoulder in order to minimize the impact of the humps.
- Speed humps may have a negative impact on air quality and energy consumption due to increased slowing and braking.
- Motorcycles, bicycles, and low clearance vehicles must use extra care.

Speed humps may be installed in residential areas (local roads or streets) if all of the following conditions are met. Roads and/or streets, which are classified or could be classified as COLLECTOR or ARTERIAL roads will not be considered for control under the guidelines of this program. By definition, the main purpose of a collector road is convey the traffic from nearby residential roads and streets in order to provide access to another collector or arterial roadway. In many cases, collector roads serve as primary access to residential areas for emergency vehicles. An arterial is that part of the roadway system serving as the principal network for through traffic flow.

1.0 A residential street may have a problem with either cut through traffic or vehicular speeding. By default, the street functions as a minor collector road but may not have the standard pavement width, pavement structure, shoulder width, or drainage system to serve effectively as a collector road. In addition, a street may permit traffic from another subdivision to pass through the affected subdivision street in route to an outside destination. Priority for traffic calming shall be placed on streets where a higher density of housing exists (i.e., lots that are less than one acre with front yard setbacks less than 75 feet, thereby creating more potential conflicts with residents and pedestrians).

2.0 The cut through traffic or speeding problem can be identified by the City through current traffic counts, speed surveys, and projections of future traffic impact in accordance with long range development plans for the area. Cut through traffic shall be defined as the traffic on the affected street, which does not originate or terminate in the subdivision. A condition of speeding exists when the 85th percentile speed of traffic on the street exceeds the posted speed limit.

3.0 An eligible street must be a local road/street with a projected average daily traffic count not to exceed 3,000 vehicles per day at the time of full development of the area. No speed humps shall be installed on any street with a current vehicle count of less than 300 per day. Speed humps may be removed by the City at any time in the future if the traffic count for the street exceeds 3,000 vehicles per day.

4.0 The City shall be responsible for traffic engineering review and cost of installation of speed humps, including paving, signing and pavement markings. The City Council may establish an annual budget for the purpose of installing speed humps. Once the annual budget has been fully encumbered for a given budget year, the following alternatives are left as options to the affected area residents who desire traffic control speed humps:

- Waiting list (first come, first serve) for next budget year
- Neighborhood Association funding

5.0 The installation of speed humps shall be viewed as a last step in a comprehensive plan for reducing vehicle speed and for discouraging cut through traffic movements in a residential area. Prior to the installation of speed humps, the City shall address the problem through less dramatic measures, such as installation of additional signs, traditional pavement striping and marking, etc. The City in conjunction with residents shall re-evaluate the effectiveness of those measures six months after implementation. Based on this evaluation, a final decision will be made on the installation of speed humps.

6.0 Standard Procedure for Implementation of Speed Humps

Following are the procedures for implementation of speed humps:

Step 1 Initiation
Step 2 Traffic Engineering Study
Step 3 Traffic Engineering Analysis/Classification
Step 4 Petition
Step 5 Approval by City Council & Appropriation of Funds
Step 6 Installation of Speed Humps

6.1 Step 1: Initiation

Speed humps can be requested by any of the following methods:

6.1.1 Neighborhood request (a minimum of five signatures from the owners of five separate properties in the neighborhood will be required before study will be initiated)

6.1.2 Regulatory agency request (e.g. Police Department)

6.1.3 Council Request

6.1.4 Staff field review

6.2 Step 2: Traffic Engineering Study

Engineering staff will review the concern with the person(s) initiating the request to assure that the scope and details of the concern are clearly identified.

A traffic study may include any or all of the following, depending on the scope of the concern.

- Traffic conditions at the location
- Existing traffic signs and pavement markings
- Motorist's travel patterns
- Effect of the roadway system in the vicinity
- Construction in the nearby area
- Traffic or roadway plans for the vicinity and contributing roadway system
- Time of day, day of week relationship
- Apparent causes of the concern
- History of the location
- Determination of roadway classification (local, collector or arterial)
- Emergency Services concerns
- Drainage Impact

Traffic studies may be necessary to obtain the following information:
- 24- hour traffic count to determine the average daily traffic (ADT)
- Vehicle speed check to determine the 85th percentile speed
- Vehicle turning movement counts
- Origination/Destination study
- Pedestrian counts
- Accident report summary
- Collision diagram studies

6.3 Step 3: Traffic Engineering Staff Analysis/Classification

Engineering staff will analyze traffic data, field information and other available information pertaining to a particular area of concern in determining appropriate traffic control measures of recommendation. When it is determined that there are other potentially impacted local roads or streets in the area, additional traffic studies on those other roads or streets may be conducted. For a street to be considered for speed humps, Condition 1 (Speed) and Condition 2 (Traffic Volume) must be met in addition to at least one more of the remaining three conditions listed below.

6.3.1 Speed - The speed criteria considers the difference between the posted (or regulatory) speed limit and the measured speed of vehicles over an averaged 24-hour period. To be considered, the 85th percentile speed along the street must exceed the speed limit by at least ten (10) mph. (The 85th percentile speed is the speed at which 85% of the motorists are driving at or below.) If the 85th percentile speed along the street exceeds the speed limit by at least fifteen (15) mph, then only Condition 1 and Condition 2 must be met to be considered for speed humps.

6.3.2 Traffic Volume – Traffic volumes on the street must be more than 300 vehicles per day and not exceed 3000 vehicles per day.

6.3.3 Accidents – All accidents considered must be speed related accidents within the City of Chipley database and on the project street, either at intersections or at mid-block locations. The street must have had two or more speed related accidents within the past three years.

6.3.4 Cut Through Traffic – Cut through traffic is defined as traffic on the affected street which does originate or terminate in the subdivision. To meet this criteria, peak hour traffic volume must be greater that 12 percent of the average daily traffic, or more than 10 daily trips per household accessed.

6.3.5 Type of Neighborhood – the following is a list of special conditions that may be considered:

- Schools within a 1,000 foot radius of the project street
- Special pedestrian generators within a 1,000 foot radius of the project street, e.g., libraries, non-passive parks, neighborhood shops, etc.
- Absence of sidewalks on the project street.
- Areas where the Chipley Police Department recommends speed hump installation as part of a comprehensive crime reduction program.

6.4 Step 4: Petition

A petition form for obtaining neighborhood consensus for the recommended control measure will be issued by the Engineering Division of the Public Works Department to the person initiating the request (contact person). The contact person will also receive a map showing the proposed locations of any speed humps and highlighting the area subject to petitioning. The area map will depict the property that is adjacent to or directly affected by any changes to the road in question.

PLEASE NOTE: The speed hump locations shown on the map may be altered in an attempt to prevent installing speed humps directly in front of property owners not supporting the nstallation. As noted on the petition form, an approval signature by a property owner indicates their willingness to allow the installation of a speed hump or associated warning signs on the street in front of their property.

The contact person is required to obtain signatures of **property owners** in the affected area indicating whether they are for or against consideration of the speed hump project. Property owners that signed the original “five-signature letter” requesting the speed hump study must also sign the petition to acknowledge they have seen the map indicating the proposed speed hump locations.

Each parcel, regardless of the number of owners shall count as one vote. However, owner(s) of more than one parcel in the petition area shall be given one vote for each parcel owned. A minimum of 70 percent of the property owners within the affected area must be in favor of the proposed speed humps before they can be considered for approval. To determine requisite

percentage is met, the total number of parcels whose owner(s) voted in favor of installation by signing the petition shall be divided by the total number of highlighted parcels shown on the map provided by the Engineering Division.

All vacant property within the affected area should be listed on the petition as vacant by the contact person. A sufficient number of non-resident owners (including owners of vacant property) must be contacted if the minimum petition threshold (70%) cannot be met because of an excessive number of vacant properties.

Unless property is undergoing change of ownership, a spouse's signature will not be accepted if the spouse is not the legal owner. If both spouses are joint owners, the signature of either party is acceptable.

Where applicable, the petition must also be endorsed by an officially incorporated homeowners association for the subdivision/development.

The contact person will have 90 days to return completed petition forms. Petitions not received within the 90 day period will be deemed null and no further action will be taken. Prior to the expiration of the initial 90 day period, a one-time extension of the 30 days may be granted by the Public Works Director when a written request for the extension is made for good cause. However, in no case will petitions be accepted later than 120 days from the beginning of the initial signatureperiod. The initial signature period will be measured from the date shown on the letter transmitting the petition and area map to the contact person. In those cases where the due date falls on a weekend or legal holiday, the due date shall be the end of the next business day.

Signatures are final and may not be added or removed from a petition once the petition has been received by City staff.

Upon receipt of the completed petition forms, City staff will verify signatures against property records recorded in the Bay County Property Appraiser's office and ensure the minimum petition threshold has been met.

If a location fails to achieve the necessary petition majority within the signature period, the location shall not be reconsidered for a period of one year from the date the signature period expires. For reconsideration requests received within two years of the original petition start date, a new traffic analysis will not be done unless traffic conditions have significantly changed and steps 2 and 3 in Section 6.0 will be omitted.

6.5 Step 5: Approval by the City Council and Appropriation of Funds

Petitions received with the required minimum percentage of affirmative signatures will be presented to the City Council for consideration twice per year with cut off dates of June 30 and December 31. These dates are hereby established as deadline dates for COMPLETED applications to be on file in the office of the Director of Public Works.

6.6 Step 6: Installation of Speed Humps

Upon approval by the City Council and the confirmation of availability of funds the installation of speed humps will be scheduled.

7.0 Emergency Procedures

The City may, at its option, install traffic control measures in emergency situations as supported by traffic studies.

8.0 Removal of Speed Humps

A petition to remove a speed hump may be accepted if the following conditions are met:

8.1 The speed humps must have been in place for a minimum of six months.

8.2 A request for a removal petition must be signed by the owners of five separate properties in the neighborhood.

8.3 City staff's recommendations must support the removal of speed humps.

8.4 The new petition must include the same affected area as the original petition.

8.5 Approval of greater than 50 percent of the property owners in the original affected area is required for consideration by the City Council for removal of speed humps.

8.6 If a location fails to achieve the necessary petition majority within the signature period (as defined in Section 6.4), the location shall not be reconsidered for a period of two years from the date the signature period expires.

8.7 If a speed hump is removed, a request to reinstall it will not be considered for a period of three years following the date it was removed.

9.0 Specific Design Criteria for Speed Humps

To ensure the safe and efficient design of speed humps for residential neighborhoods, the following design criteria has been established for speed humps in residential neighborhoods:

9.1 The street must be within the City's maintenance program and must be a two (2) lane roadway with a speed limit of 25 mph or less. Alleys are not eligible. Pavement width (excluding any curb and gutter) shall not exceed 24 feet.

9.2 Speed humps will not be installed on streets which are classified or could be classified as COLLECTOR or ARTERIAL roads. This decision shall be made by the Director of ublic Works based on streets enumerated within the City's Land Development Regulation Code or based on current engineering and traffic data for the street in question.

9.3 The street must be be paved, in reasonably good repair, and not scheduled for resurfacing within the next two years.

9.4 Speed Hump Placement

- Speed humps shall be placed at least 200 feet away from the end of a dead end street or cul-de-sac, stop signs, traffic lights, and the start/end of any horizontal curve with a centerline radius of 150 feet or less.

- Speed humps shall be placed at least 75 feet from any uncontrolled intersection.
- Speed humps should not conflict with utility access, manhole covers, and driveway connections or be within 25 feet of a fire hydrant.
- Where possible, speed humps will be placed in close proximity to a street light to provide better nighttime visibility.
- If possible, speed humps and associated warning signs will be located on property lines. Efforts will be made to avoid placement of speed humps and warning signs in front of properties whose owners did not sign the petition requesting the installation of the speed humps.

9.5 Where multiple speed humps are requested, the speed humps will be spaced a minimum of 300 feet and a maximum of 500 feet apart.

9.6 The speed humps should be designed to have a maximum height of 3-4 inches with a travel length of 12 feet.

9.7 Advance warning signs are to be installed for each approach to a series of humps. The signs shall be designed and installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). The signs shall be standard 30" X 30" black legend on yellow diagonal warning signs with legend "SPEED HUMPS". An advisory speed plate (18" X 18" black legend on yellow rectangular warning sign) with a "15 MPH" legend shall also be installed. The signs shall be placed approximately 125 feet in dvance of the first speed hump encountered by a driver.

9.8 Speed humps will include either reflective pavement markings or embedded reflective strips to alert nighttime drivers to their presence.

10.0 Application Forms

Speed humps can be requested by individual citizens or by neighborhood associations. The person(s) making the request are responsible for circulating the petition form (attached form A & B), obtaining signatures of the property owners within the petition area, and completing the application form.

11.0 Effective Date

This speed hump policy and procedures shall be effective on the date approved by the City Council and shall apply to all speed hump applications initiated after the effective date.

FORM A - APPLICATION FORM

Contact Name_____ **Day Phone**_____

Neighborhood_____ **Today's Date**_____

Local Address_____

Which neighborhood street(s) are of concern?_____

_____

What traffic problems have you identified affecting the above street(s)?_____

_____

How many property owners were identified in your petition area?_____

Did the minimum required 70% of eligible property owners support installing speed humps?

☐ **Yes** ☐ **No**

Please return the completed application form along with the signed petition forms to:

City of Chipley
Public Works Department
P.O. Box 1007
Chipley, FL 32428

Phone: 850-6382-6346 Fax: 850-638-6314 **E-Mail:**

For Official Use Only

Project Number _____ **Date Application Received**_____

Date Preliminary Analysis Completed _____ **Identified Problems:** ☐ **Exist** ☐ **Perceived**

Date of Final Analysis Completed _____

Date of Project Presentation to City Council _____

City Council Action: **Favo☐ble** **Unfa☐rable**

Date of Project Implementation: _____

Project Review Date _____ **Project Successful:** ☐ **Yes** ☐ **No**

FORM B
Page___ of ___
CITY OF CHIPLEY SPEED HUMP PROJECT
PETITION FORM

We, the undersigned, as property owners in the _____ neighborhood, hereby request the installation of speed humps on _____street(s), as shown on the attached map.

Please list all addresses in the petition area. One signature per lot.

By signing "Yes" below, the property owner acknowledges they have seen the map showing the proposed location of the speed humps and that if adjustments must be made to the location at a later date, they consent to having the speed hump or any associated signage placed in front of their property, if necessary. Efforts will be made to place speed humps only in front of properties whose owners sign the petition requesting the installation of the speed humps.

Date	Property Owner's Name (please print)	Address	Signature	Support Installing? Yes	No